

HANDOUT 6.1: PROGRAM EVALUATION WORKSHEET

SELECTING INDICATORS AND PLANNING YOUR EVALUATION

SELECTING YOUR INDICATORS**Step 1: Identify relevant goals and objectives in the handbook**

- a) Review the outcomes on your planning process worksheet.
- b) Compare your outcomes to the goals and objectives listed on the three handouts from the guidebook, and see which goals and objectives match up with your outcomes.

Handouts:

- Biophysical goals, objectives, indicators (pages 52-53 in the book)
 - Socioeconomic goals, objectives, indicators (pages 116-117 in the book)
 - Governance goals, objectives, indicators (pages 164-165 in the book)
- c) Circle / highlight the objectives that match up with your outcomes.

Step 2: List all possible indicators

- a) Identify the indicators that correspond to the objectives you identified in Step 1 (refer to the handouts.)
- b) Write down the relevant indicators from each handout in the chart on the back.

Step 3: Review and prioritize the indicators identified

- a) Review the guidebook's information on each possible indicator.
- b) Think about the feasibility of measuring each indicator (Do you have the data, or could you collect it? Does a partner organization have relevant data?)
- c) Circle / highlight the indicators you might be able to measure initially.
- d) Think about how the indicators relate to each other (Are there indicators that might be easily monitored / measured at the same time?)
- e) Review the indicators you circled or highlighted. Do you have at least two indicators in each of the three categories (biophysical, socioeconomic, and governance)?

PLANNING YOUR EVALUATION**Step 1: Assess resource needs for measuring your indicators**

- a) Estimate the human resources you will need to measure *and analyze* your prioritized indicators.
- b) Determine what equipment you will need.
- c) Estimate the budget you will need.
 - Consider how frequently you would like to measure each indicator, and think about what kind of annual funding this would require.
 - Are there activities you are already conducting that could easily incorporate some monitoring at a low cost?

- d) Assess the human resources, equipment and budget currently available. If these are not sufficient, you will need to think about how to secure additional resources.

Step 2: Determine the audiences who will receive the evaluation results

- a) Identify the target audience(s). Your front-end assessment information can help you consider who will be interested in the results.
- b) Determine the priority primary audience(s)

Step 3: Identify who should participate in the evaluation

- a) Think about the skills and expertise needed to conduct the evaluation.
 - Do you have the necessary expertise?
 - Do you have staff with the necessary expertise?
 - Are there partners who can help?
 - Will you need to hire people with particular skills or expertise to help?
 - Is it appropriate and feasible to involve community members?
- b) Determine staff and non-staff (e.g. partners, contractors, volunteers) who will conduct the evaluation.
- c) Create the evaluation team and determine the people responsible for each task.

Step 4: Develop a timeline and workplan for the evaluation

- a) Determine the amount of time needed for each activity.
- b) Determine when the data need to be collected.
- c) Develop an evaluation workplan.

Biophysical Indicators

Socioeconomic Indicators

Governance Indicators